



Auto Salvage Recyclers Certification Program Environmental Self-Audit Checklist

State Form 53765 (10-08)

Indiana Department of Environmental Management
Office of Land Quality/ Industrial Waste Compliance
Auto Salvage Recyclers Certification Program
100 North Senate Avenue
MC 66-20-2 Shadeland Office
Indianapolis IN 46204-2251

- INSTRUCTIONS:**
1. Complete the information below and sections A through J.
 2. See the Indiana Auto Salvage Recycler workbook for detailed information about each question and for instructions on how to complete this check-list and any Return-to-Compliance (RTC) plans.
 3. Submit this form along with all Return-to-Compliance (RTC) forms (State Form 53767) to the address in the upper right corner.

CONTACT INFORMATION

1. Facility Name:

Street Address:

City/Town:

State:

ZIP:

County:

Mailing Address (if different):

2. Bureau of Motor Vehicles Salvage Motor Vehicles Business License number:

3. Contact Person:

4. Owner Name:

Telephone number: ()

FAX number: ()

E-mail address:

5. Total site acreage (in acres):

Total size of vehicle storage area (in acres):

6. Approximate total number of vehicles currently stored on-site:

Approximate total number of vehicles received per year:

Approximate total number of vehicles removed per year:

7. Total number of employees:

8. Total years in operation (former and current owners):

FACILITY INFORMATION

Which of the following describes your facility operations?
(Check all that apply)

- ☐ Dismantler/Recycler
- ☐ Towing Yard
- ☐ Auto Dealer
- ☐ Auto Repair/Service
- ☐ Auto Body or Rebuilder
- ☐ Shredder/Processor
- ☐ Other (please specify): _____

Which of the following describes vehicle crushing at your facility? (Check all that apply)

- ☐ Vehicles are taken to another site to be crushed.
- ☐ Vehicles are crushed at this facility by a contractor.
- ☐ Vehicles are crushed on-site using our own dedicated crusher.

Other than motor vehicles, does your facility receive any other type of solid waste, such as appliances, other scrap metal, or demolition debris?

- ☐ No
- ☐ Yes (please specify type(s)) _____

Which of the following parts/components are removed from vehicles and separately managed? (Check all that apply)

- ☐ Air bag Cartridges
- ☐ Asbestos Parts
- ☐ Antifreeze
- ☐ Batteries
- ☐ Brake Fluid
- ☐ Catalytic Converters
- ☐ CFC's (Chlorofluorocarbons)/Freon
- ☐ Drive Train / Engine
- ☐ Fuel Tanks
- ☐ Lead Parts
- ☐ Mercury Switches
- ☐ Oil Filters
- ☐ Tires
- ☐ Windshield Washer Fluid
- ☐ Used Oil (Check all that apply)
 - ☐ Transmission Fluid
 - ☐ Motor Oil
 - ☐ Crankcase Oil
 - ☐ Power Steering Fluid
- ☐ Other (please specify): _____

SECTION A - AUTO SALVAGE LICENSE

1. Do you have a valid salvage motor vehicle business license?

NOTE: A license is required for disposal facilities, used parts dealers, or automotive salvage builders that do the following activities:

- Sell a used major component part of a vehicle.
- Wreck or dismantle a vehicle for resale of the major component parts of the vehicle.
- Rebuild a wrecked or dismantle vehicle.
- Possess more than two (2) inoperable vehicles subject to registration for more than thirty (30) days.
- Engage in the business of storing, disposing, salvaging, or recycling of vehicles, vehicle hulks, or the parts of vehicles.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

SECTION B - FLUIDS MANAGEMENT

1. Do you have spills or releases of fluids at your facility?

NOTE: Fluids include gasoline, motor oil, antifreeze, transmission fluid, brake fluid, battery acid, power steering fluid, crank case oil, solvents, paints, etc.

☐ YES - *SUBMIT RTC PLAN*

☐ NO

1a. If you answered YES to the question above, did you report the spills and releases to IDEM upon discovery?

☐ YES

☐ NO - *SUBMIT RTC PLAN*

2. Do you remove fluids and filters from vehicles prior to storing them in your yard?

☐ YES

☐ NO

3. Do you remove batteries from vehicles prior to storing them in your yard?

☐ YES

☐ NO

4. Do you store vehicle batteries in a building or away from the elements (e.g., rain and snow) to prevent a release in to the environment?

☐ YES

☐ NO

5. Do you crush vehicles on site?

NOTE: This applies to a crusher that is owned or contracted by the facility to do work on-site.

If NO, skip question 5a.

☐ YES

☐ NO

5a. If you answered YES to the question above, do you locate the crusher in an impervious secondary containment unit or inside a building with concrete floors?

☐ YES

☐ NO

6. Do you remove and recycle windshield wiper fluid?

☐ YES

☐ NO

7. Do you inspect all fluid containers weekly for rust, dents, holes, bulges, and leaks?

☐ YES

☐ NO

8. Do all of your fluid containers have secure (tightly sealed) lids?

☐ YES

☐ NO

9. Do you label all of your fluid containers to identify the contents?

☐ YES

☐ NO

10. Do you store your fluid containers in a building or away from the elements (e.g., rain and snow) to prevent releases to the environment?

☐ YES

☐ NO

11. Do you store empty drums in a manner that prevents the accumulation of rain water?

☐ YES

☐ NO

12. Do you store engines, transmissions, and other vehicle parts in a building or away from the elements (e.g., rain and snow) to prevent releases to the environment?

☐ YES

☐ NO

13. Are your floor drains closed or filled in where fluids are present?

☐ YES

☐ NO

SECTION C - OIL

1. Are your containers and/or tanks in good condition?

NOTE: Good condition is free from rust, dents, holes, bulges, and leaks.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

2. Do you label used oil containers and/or tanks with the words "Used Oil"?

☐ YES

☐ NO - *SUBMIT RTC PLAN*

3. Do you burn used oil in a space heater?

If NO, skip question 3a.

☐ YES

☐ NO

3a. Do you burn used oil generated only by your facility or by a household do-it-yourselfer?

☐ YES

☐ NO - *SUBMIT RTC PLAN*

4. Do you use a registered transporter for your shipments of used oil?

If YES, skip question 4a.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

4a. Do you transport used oil (fifty-five (55) gallons or less) in a company (or employee) vehicle to one of the following locations:

- A government approved collection center,
- An aggregation point owned or operated by your company,

OR

Do you have a contract that requires your used oil to be returned to you for re-use?

☐ YES

☐ NO - *SUBMIT RTC PLAN*

5. Do you have a total on-site oil storage capacity that exceeds one-thousand-three hundred-twenty (1320) gallons?

NOTE: Your storage capacity includes ONLY containers and/or tanks with a capacity of fifty-five (55) gallons or more and can include more than one storage location. In addition "oil" includes product oil as well as waste oil.

If NO, skip 5a.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

5a. Does your facility have a Spill Prevention, Control, and Countermeasure Plan (SPCC Plan)?

☐ YES

☐ NO - *SUBMIT RTC PLAN*

SECTION D - UNDERGROUND STORAGE TANKS

1. Does your facility have any underground storage tanks (USTs)?

If NO, skip to next section H - Hazardous Waste.

☐ YES

☐ NO

1a. Do you have petroleum or hazardous substance containing UST(s) (110 gallons or more) that have not been registered with IDEM?

NOTE: Underground storage tanks storing fuel for heating are exempt.

☐ YES - *SUBMIT RTC PLAN*

☐ NO

SECTION E - HAZARDOUS WASTE

1. Does your facility have any unknown materials on-site?

☐ YES - *SUBMIT RTC PLAN*

☐ NO

2. Do you generate hazardous waste in quantities greater than or equal to two-hundred-twenty (220) lbs/month?

☐ YES - *SUBMIT RTC PLAN*

☐ NO

SECTION F - WASTE TIRE MANAGEMENT

1. Does your facility have over 1,000 waste tires stored outside or over 2,000 waste tires stored inside?

NOTE: A waste tire is a tire that is not suitable for the tire's original purpose. A tire with less than 2/32" tread is considered to be a waste tire. To test tread depth, place a penny into several tread grooves across the tire. If part of Lincoln's head is always covered by the tread, you have more than 2/32" of tread depth remaining.

If NO, skip to question 2.

☐ YES

☐ NO

1a. Does your facility have a valid certificate of registration as a waste tire storage facility?

☐ YES

☐ NO - *SUBMIT RTC PLAN*

2. Do you open dump waste tires at your facility?

NOTE: Open dumping is the consolidation of solid waste from one (1) or more sources or the disposal of solid waste at a single disposal site that:

- a. does not fulfill the requirements of a sanitary landfill or other land disposal method as prescribed by law or regulations; and
- b. is established and maintained:
 - 1. without cover; and
 - 2. without regard to the possibilities of contamination of surface or subsurface water resources.

☐ YES - *SUBMIT RTC PLAN*

☐ NO

3. Do you store waste tires in a manner that poses a fire hazard?

NOTE: Some areas where tires should not be stored include near heat sources (e.g. activities like welding, or smoking) and under power lines.

☐ YES - *SUBMIT RTC PLAN*

☐ NO

4. Do you prevent water from accumulating in the waste tires?

NOTE: Water accumulation may be prevented by storing tires inside or under cover, by altering the tires so that they cannot accumulate water, or other methods.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

5. Do your waste tires have the potential to harbor vectors that pose a threat to human health?

NOTE: A vector is a mosquito, rodent, flea, tick, or other animal that can carry disease to humans.

☐ YES - *SUBMIT RTC PLAN*

☐ NO

6. Do you ship whole waste tires off-site?

If NO, skip to next Section G - Mercury Switches.

☐ YES

☐ NO

7. Are your tires delivered to one or more of the following approved locations?

- A wholesaler or agent of a wholesaler, OR
- A facility that recycles or collects tires for delivery to a facility that recycles, OR
- A permitted final disposal facility regulated under environmental management laws, OR
- A permitted waste tire storage site, OR
- A facility operated as a waste tire cutting facility under a permit issued by the commissioner, OR
- A registered waste tire transporter or a person who operates a municipal waste collection and transportation vehicle licensed under IC 13-20-4.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

SECTION G - MERCURY SWITCHES

1. Do you receive vehicles that contain mercury switches at your facility?

NOTE: For a list of vehicles that contain mercury switches, see http://www.elvsolutions.org/attachment_a.htm.

If NO, skip to next Section H - Solid Waste.

☐ YES

☐ NO

2. Do you remove mercury switches from vehicles at your facility?

☐ YES

☐ NO - *SUBMIT RTC PLAN*

3. Do you store mercury switches and/or ABS G-force sensors that contain mercury switches in an appropriate container?

NOTE: An appropriate container is a container that meets the universal waste regulations for transportation (i.e., a bucket provided by End of Life Vehicle Solutions [ELVS]).

☐ YES

☐ NO - *SUBMIT RTC PLAN*

4. Are the containers in good condition and kept closed unless adding or removing mercury switches?

☐ YES

☐ NO - *SUBMIT RTC PLAN*

5. Do you mark the containers as Universal Waste?

NOTE: An appropriate label for mercury switches will have the words Universal Waste and one of the following three (3) descriptions: "Mercury Containing Equipment", "Waste Mercury-Containing Equipment", or "Used Mercury-Containing Equipment".

☐ YES

☐ NO - *SUBMIT RTC PLAN*

6. Have any containers of mercury switches been accumulating on-site for more than one (1) year?

NOTE: Containers should be labeled with the accumulation start date.

☐ YES - *SUBMIT RTC PLAN*

☐ NO

7. Do you maintain records of mercury switch removals?

NOTE: Indiana law requires you to maintain records that document the number of vehicles processed at your facility, the number of vehicles that contained switches, and the total number of switches collected. You must keep those records for at least three (3) years.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

8. Does your facility use appropriate safety procedures and have emergency equipment available in the areas where you handle mercury switches?

NOTE: These procedures and equipment can include handling mercury in a well-ventilated area, using containment devices, and having a mercury spill kit.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

9. Have you trained your employees on appropriate safety and emergency equipment procedures for removing and handling mercury switches?

NOTE: These procedures can include removing switches over a containment device, having a mercury spill kit on hand, and removing switches in a well vented area.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

SECTION H - SOLID WASTE

1. Do you open dump materials at your facility?

NOTE: Materials can be garbage, refuse, construction debris, commercial, industrial or household wastes, ash piles, contaminated soils, or similar items.

☐ YES - *SUBMIT RTC PLAN* ☐ NO

2. Do you remove brake or clutch pads from vehicles at your facility?

If NO, skip to question 3.

☐ YES ☐ NO

2a. Do you take measures to eliminate asbestos exposure?

☐ YES ☐ NO

3. Do you remove air bags at your facility?

If NO, skip question 3a.

☐ YES ☐ NO

3a. Do you take measures to safely remove non-deployed air bags?

☐ YES ☐ NO

SECTION I - AIR

1. Do you open burn any materials on your property?

NOTE: Open burn means the burning of any materials (i.e., any non-vegetative matter) without passing through a stack or chimney from an enclosed chamber.

☐ YES - *SUBMIT RTC PLAN* ☐ NO

2. Do you use solvents (cleaners/degreasers) at your facility?

If NO, skip to question 3.

☐ YES - *SUBMIT RTC PLAN* ☐ NO

2a. Do you store your solvent containers closed?

NOTE: A solvent container can be a parts washer (degreaser).

☐ YES ☐ NO - *SUBMIT RTC PLAN*

3. Do you generate any particulate matter (i.e., dust, spray, smoke, etc.) that crosses the property line?

☐ YES - *SUBMIT RTC PLAN* ☐ NO

4. Do you use a sweat furnace at your facility?

NOTE: A sweat furnace is used to convert piles of mixed aluminum scrap into more uniform, saleable ingots or sows.

☐ YES - *SUBMIT RTC PLAN* ☐ NO

5. Do you keep records documenting the appropriate removal of refrigerants from vehicles, appliances (i.e., refrigerators and air conditioners), or other equipment?

☐ YES ☐ NO - *SUBMIT RTC PLAN*

6. Do you collect refrigerants in EPA approved devices?

☐ YES ☐ NO - *SUBMIT RTC PLAN*

7. Do you release refrigerants into the atmosphere?

☐ YES - *SUBMIT RTC PLAN* ☐ NO

8. Are refrigerants removed from vehicles prior to storing them in the yard?

☐ YES

☐ NO

9. Are employees trained to remove and capture refrigerants?

☐ YES

☐ NO

10. Are all air conditioner openings sealed after evacuation to prevent leaking of residual refrigerant?

☐ YES

☐ NO

11. Are all collection/storage devices inspected to ensure that they are not overfilled?

☐ YES

☐ NO

SECTION J - WATER

1. Are there any existing or planned land disturbing activities greater than one (1) acre at your facility?

NOTE: Land disturbing activities include any man-made change of the land surface, including purposefully removing vegetative cover, excavating, grading, filling, and construction.

☐ YES

☐ NO

1a. If you answered YES to the above question, does your facility have a permit for land disturbing activities as referenced under 327 IAC 15-5?

☐ YES

☐ NO - *SUBMIT RTC PLAN*

2. Is there extensive soil build-up on the roads around your facility?

NOTE: Extensive soil build-up can be defined as the amount of soil/dirt build-up that may be a potential vehicle contamination issue or driving obstruction/hazard.

☐ YES - *SUBMIT RTC PLAN*

☐ NO

3. Is your facility (or any part of it) located in a potential floodway?

NOTE: A floodway includes the channel of a stream and the parts of the floodplain that are reasonably required to carry flood water.

☐ YES

☐ NO

3a. If you answered YES to the above question, does your facility have any construction or filling activities in a potential floodway?

☐ YES - *SUBMIT RTC PLAN*

☐ NO

4. Is your facility (or any part of it) located within a potential wetland area?

☐ YES - *SUBMIT RTC PLAN*

☐ NO

5. Does your facility or your landlord pay a community for water service?

☐ YES

☐ NO

5a. If you answered NO to the above question, does your facility have a Private Water System ID number?

Note: If you have a private water system that serves 25 or more individuals daily for at least sixty (60) days a year, you need a Private Water System ID number.

☐ YES - ID #: _____ ☐ NO

6. Has your facility submitted a Rule 6 Notice of Intent (NOI) Letter, State Form 51286, for Storm Water Runoff Exposed to Industrial Activity?

NOTE: An NOI letter is a written notification indicating a facility's intention to comply with the terms of rule 327 IAC 15-6 in lieu of applying for an individual NPDES permit. An NOI letter includes information required under 327 IAC 15-6-5.

☐ YES - ID #: _____ ☐ NO - *SUBMIT RTC PLAN*

6a. Does your NOI include all the locations of outfalls and drainage areas (i.e., an area that discharges surface or surplus water) at your facility?

NOTE: An outfall can be any location where water leaves your property through a variety of conveyances like pipes, ditches, channels, tunnels, conduits (i.e., a natural or artificial channel through which something (as a fluid) is conveyed), streams, curbs, gutters, or drain inlets.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

7. Has your facility developed a Storm Water Pollution Prevention Plan (SWP3)?

NOTE: You should answer NO to this question if you have never developed or implemented your SWP3 even if you are still within the initial 365 day window.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

8. Has your facility submitted the Storm Water Pollution Prevention Plan (SWP3) Certification Checklist (State Form 51287) signed by a qualified professional to the Department?

NOTE: A qualified professional is someone who is trained and experienced in storm water treatment techniques. An example of this may be a consultant or engineer who does storm water work.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

9. Do you use good housekeeping measures to ensure that contaminants from auto salvage activities are not exposed to storm water?

For an example of a good housekeeping inspection program, see Appendix: Water in the Auto Salvage Recyclers Workbook.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

9a. Has your facility developed Best Management Practices (BMPs) to improve the quality of storm water run-off?

NOTE: BMPs are any of the following measures to prevent or reduce the pollution of waters of the state: schedules of activities, prohibitions of practice, treatment requirements, operation and maintenance procedures, use of containment facilities, other management practices.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

10. Do you have records documenting your quarterly storm water run-off inspections?

For an example of a quarterly inspection form, see Appendix: Water in the Auto Salvage Recyclers Workbook.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

11. Do you have records of your annual employee training on the components and goals of the SWP3?

For an example of a training log and what should be in the training, see Appendix: Water in the Auto Salvage Recyclers Workbook.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

12. Has your facility submitted storm water sample results of the required twelve (12) parameters?

NOTE: The required parameters are Oil and Grease, CBOD5 (Carbonaceous biochemical oxygen demand), COD (Chemical oxygen demand), TSS (Total suspended solids), TKN (Total Kjeldahl Nitrogen), Total Phosphorous, pH, Nitrate plus Nitrite Nitrogen, Lead, Iron, Copper, and Aluminum.

☐ YES

☐ NO - *SUBMIT RTC PLAN*

12a. Do your sample results indicate any contamination of the twelve (12) parameters?

NOTE: Contamination means that the results exceed the benchmark level.

☐ YES - *SUBMIT RTC PLAN*

☐ NO

12b. Did your facility identify the source(s) of the contaminant(s) and eliminate them?

☐ YES

☐ NO - *SUBMIT RTC PLAN*

13. Has your facility submitted the Annual Report?

☐ YES

☐ NO - *SUBMIT RTC PLAN*